

## BIS-4023P INSTRUCTIONS

To participate in NATO International Competitive Bidding (ICB), U.S. firms must be approved by the U.S. Department of Commerce. Firms should submit an application for each facility (i.e., main office, branch, subsidiary, etc.) to be considered for NATO ICB.

If there is a change in the corporate status of an approved firm, (e.g., merger, acquisition, reorganization), a new application should be submitted.

The following instructions correspond to the numbered format of the BIS-4023P:

1. Full legal name and street address of facility.
2. Facility's Commercial and Government Entity (CAGE) Code.
3. Department of Defense (DOD) Facility Security Clearance (FCL) level or N/A. The lack of a DOD FCL does not disqualify a company from bidding on unclassified NATO contracts.
4. Complete if parent company is located outside the U.S.
5. Attach a company resume that describes recent contracts performed as a prime contractor.
6. Attach a current annual report or set of financial documents indicating audit, review, or compilation by an independent CPA. If an annual report is not prepared by a subsidiary, the annual report for the parent company may be submitted instead.
7. Identify the North American Industry Classification System (NAICS) codes for the goods/services provided by the facility. Some frequently used codes are provided at the end of this form. If other NAICS codes apply, refer to the NAICS website:  
<https://www.census.gov/naics/>
8. Signature of company representative.

Submit applications/questions to Lee Ann Carpenter:  
Email: [LeeAnn.Carpenter@bis.doc.gov](mailto:LeeAnn.Carpenter@bis.doc.gov) Phone: 202-679-4918

<p><b>1. Facility:</b> Full legal name and street address of company facility for which approval is desired. (Copies may be made of this application or extra copies requested from the Bureau of Industry and Security.)</p> <p>Name: _____</p> <p>Street: _____</p> <p>City/State/Zip: _____</p>	<p>Form BIS-4023P                      OMB No. Expires: M/D/Y</p> <p>U.S. DEPARTMENT OF COMMERCE BUREAU OF INDUSTRY AND SECURITY</p> <p><b>NATO International Competitive Bidding (ICB) Application</b></p>
<p><b>2. Facility CAGE Code:</b> _____</p>	<p>No approval may be granted unless a complete application form is received. (15 U.S.C. 1512 <i>et seq.</i>; 15 U.S.C. 171 <i>et seq.</i>)</p> <p>U.S. Department of Commerce Bureau of Industry and Security HCHB Room 3878 14<sup>th</sup> Street &amp; Constitution Avenue, NW Washington DC 20230</p>
<p><b>3. Facility Security Clearance Level:</b> A Facility Security Clearance is not required for bidding on unclassified NATO contracts.</p> <p>Top Secret <input type="checkbox"/></p> <p>Secret <input type="checkbox"/></p> <p>Confidential <input type="checkbox"/></p>	<p><b>Agency issuing security clearance:</b></p> <p>Agency Name: _____</p> <p>City and State: _____</p> <p>Date clearance issued (<i>mm/dd/yyyy</i>): _____</p>
<p>I, as the Security Officer for the facility listed in Item 1, am cognizant that certain NATO requests for bid will involve NATO classified information, and I am aware of the section of the National Industrial Security Program Operating Manual (NISPOM) that applies to handling and storage:</p> <p>Printed Name of Security Officer: _____</p> <p>Signature of Security Officer: _____</p> <p>Date: _____</p>	
<p>Public reporting for this collection of information is estimated to be 1 hour per response, including the time for reviewing instructions and completing and reviewing the collection of information. All responses to this collection of information are voluntary and will be provided confidentially to the extent allowed under the Freedom of Information Act. Notwithstanding any other provision of the law, a person is not required to respond nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a current valid OMB Control Number. Send comments regarding this burden to the Reports Clearance Officer, Bureau of Industry and Security, US Department of Commerce, Room 6622, 14<sup>th</sup> Street and Constitution Avenue, NW, Washington DC 20230.</p>	

4. If the facility listed in Item 1 has a parent company outside the U.S., please provide the following information:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

**5. Resume:** Attach a description of recent contracts performed as a prime contractor, including work performed for the U.S. Government and foreign governments. The resume will assist in establishing the firm's ability to perform the scope of work required for participation in NATO International Competitive Bidding.

**6. Financial documents:** Attach a current annual report or set of financial documents indicating audit, review, or compilation by an independent CPA. If a separate annual report or financial statement is not prepared by a subsidiary entity, an annual report for the parent company may be submitted.

**7. NAICS:** List the North American Industry Classification System (NAICS) codes and corresponding description for the goods and services provided by the facility in the space below:

NAICS	Description

**8. Certification:** I, the undersigned, certify that the information on this form and the accompanying data are true and correct to the best of my knowledge and belief.

**Signature:** \_\_\_\_\_ **Date (mm/dd/yyyy):** \_\_\_\_\_

Name: \_\_\_\_\_  
Title: \_\_\_\_\_

Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_

FREQUENTLY USED NAICS CODES AND THEIR DESCRIPTIONS

**NAICS**

**DESCRIPTION OF PRODUCT OR SERVICE**

DESIGN/CONSTRUCTION

236210	Industrial Building Construction
236220	Commercial & Institutional Building Construction
237110	Water & Sewer Line & Related Structures Construction
237120	Oil & Gas Pipeline & Related Structures Construction
237130	Power/Communication Line & Related Structures Construction
237310	Highway, Street & Bridge Construction
237990	Other Heavy & Civil Engineering Construction
238210	Electrical Contractors and Other Wiring Installation Contractors
238910	Site Preparation Contractors

541310	Architectural Services
541330	Engineering Services
541340	Drafting Services
541360	Geophysical Surveying & Mapping Services
541370	Surveying & Mapping (except Geophysical) Services
541380	Testing Laboratories
541420	Industrial Design Services
541430	Graphic Design Services
541490	Other Specialized Design Services

COMMUNICATION/INFORMATION

334111	Electronic Computer Manufacturing
334112	Computer Storage Device Manufacturing
334118	Computer Terminal and other Computer Peripheral Equipment Manufacturing
423430	Computer & Computer Peripheral Equipment and Software Merchant Wholesalers
423440	Other Commercial Equipment Merchant Wholesalers
423610	Electrical Apparatus & Equipment, Wiring Supplies and Related Equipment Merchant Wholesalers
423690	Other Electronic Parts and Equipment Merchant Wholesalers
517110	Wired Telecommunications Carriers
517210	Wireless Telecommunications Carriers (except Satellite)
517410	Satellite Telecommunications
517911	Telecommunications Resellers
518210	Data Processing, Hosting & Related Services
541511	Custom Computer Programming Services
541512	Computer Systems Design Services
541513	Computer Facilities Management Services
541519	Other Computer Related Services
611420	Computer Training

## MANAGERIAL/TECHNICAL

541611	Administrative Management & General Management Consulting Services
541614	Process, Physical Distribution & Logistics Consulting Services
541618	Other Management Consulting Services
541620	Environmental Consulting Services
541690	Other Scientific and Technical Consulting Services
541712	R&D in the Physical, Engineering and Life Sciences (except Biotechnology)
541720	R&D in the Social Sciences & Humanities
541870	Advertising Material Distribution Services
541910	Marketing Research & Public Opinion Polling
541930	Translation and Interpretation Services
541990	All Other Professional, Scientific & Technical Services
561110	Office Administrative Services
561612	Security Guards and Patrol Services
561613	Armored Car Services
561621	Security Systems Services (except Locksmiths)
611430	Professional & Management Development Training
722310	Food Service Contractors

If other goods/services apply, please refer to the NAICS website:  
<http://www.census.gov/naics/>